

## TROPHY COMMITTEE GUIDELINE

### I. PURPOSE:

In line with approved policies and procedures and guidance from the AMSC Board, this committee will solicit trophy donations, conduct fundraising, submit Trophy Prize and Standard Bearers Lists for the 3 Specialty catalogs, order and engrave trophies, store trophy inventory, and arrange for set up the trophy table at the three Specialties. The trophy committee is expected to develop and provide an annual budget to the Board. The AMSC Board can make changes at any time to the Trophy Committee Guidelines and trophy program without consulting the Trophy Committee.

The committee will consist of at least 3 members; a Chairperson and members of both conformation and performance events. It is helpful if one member agrees to act as the committee recording secretary or rotate through the members to share responsibilities.

It is suggested a trophy committee member volunteer as the lead for each of the National Specialty shows.

### II. PROCEDURES

#### A. MEETINGS

The committee will meet as needed to support the needs of the committee.

#### B. DONATIONS

1. The trophy donation "year" is set up with the calendar year, Jan - Dec.
2. Member donation solicitations can be in any form including, but not limited to:
  - a) Donation letter solicitations to be issued any time after the March 1 start of the donation year. Multiple solicitation letters can be issued throughout the year. The letter is sent via email to each member that receives AMSCope via email. Members that receive hard copy AMSCope are mailed the solicitation letter(s). See Addendum A for sample solicitation letter
  - b) AMSCope ads and or articles
  - c) Solicitations of AMSC Local Clubs
3. Member donations are made either by PayPal (treasurer @ amsc.us) or by check to the Treasurer.
4. Treasurer maintains a list of donor's name (Standard Bearers) and donation amount and sends the Trophy Committee this listing upon request.
5. Standard Bearers Donation Levels
  - a) Pewter up to \$24.99
  - b) Silver \$25.00 through \$49.99
  - c) Gold \$50.00 through \$99.99
  - d) Platinum \$100.00 through 249.00
  - e) Titanium \$250 and over

6. The Trophy Committee requires an updated donor list shortly prior to premium list closing dates for the three Specialty shows so the most current list of donors is to be used as the Standard Bearers List for inclusion in show catalogs.
7. Trophy Committee can prepare a “trophy donation thank you” letter to be submitted for publication in AMSCOpe.
8. Donation Cut-off Dates for inclusion in Catalogs:
  - a) All donor names are to be listed cumulatively in the three Specialty show catalogs throughout the calendar year. For example, all donations received from the start of the trophy year until the catalog cut-off for the Roving catalog will be listed in the Roving catalog. The Roving list and any other donations received by Great Western catalog cut-off are shown in the Great Western catalog. Any additional donations will be listed for the MCKC catalog.
  - b) Donation cutoff policy for inclusion in catalogs is one month prior to the deadline for the premium list information for each specialty. These dates are determined by the specialty coordinators.
9. Expenses
  - a) Expenses include the cost for purchasing and customizing trophies, shipping costs from vendor to desired location, cost of shipping Award of Merit Medallions if more were earned than engraved for presentation at the show, costs of cleaning tablecloths or purchasing new tablecloths, cost of items used to display trophies on the trophy table or any other decorations purchased to enhance the table, shipping costs of leftover trophies from show to Trophy Committee or their designee, and other miscellaneous expenses.
  - b) The Trophy Committee attempts to control costs by minimizing shipping of trophies and display items to show locations by having a member that will attend the next specialty show transport items as necessary.
  - c) Show display inventory consisting of 2 sets of tablecloths, AMSC logo'd table overlays and trophy sign holders will be maintained with one set on the east coast and second set in the Midwest or West Coast.

#### C. FUNDRAISING

Aside from AMSC member donation solicitations, the trophy committee members may consider other ways in which to raise funds earmarked for the trophy committee. Approaches include, but are not limited to:

1. Garage sale: sell AMSC trophy inventory or donated items at any of the specialty show dinners and at the show site when space is available for set-up
2. Online auction
3. Solicit trophies for donation back to AMSC for reuse or sale
4. Calendar sales

#### D. TROPHY BUDGET

1. Budgeting the trophy expense
  - a) Establish the years trophy expenses in January/Feb based on the previous years donation levels, expenses and any special expenses that may be incurred (i.e. Palooza)

- b) All components of expense as well as projected donations should be considered and combined with the current cash balance to derive a budget for the year.
- c) A goal of the Trophy Committee is to raise enough donations to pay for that years trophy expenses and to maintain the trophy fund reserves
- 2. Allocation of the trophy budget between conformation and companion.
  - a) Conformation and companion trophies will be of comparable value as noted below
    - (1) BOB and Obedience HIT
    - (2) Select and Obedience High Combined
    - (3) Best of Winners and Rally High Combined
    - (4) Reserve Winner and Agility QQQ
    - (5) 1st in Class and New Title
  - b) Similar trophies will be offered for all venues

E. TROPHIES:

AMSC conducts 3 Specialty shows per year for which it provides trophies and/ or rosettes. Additionally, every five years AMSC provides a trophy for the Morris and Essex Kennel Club show in NJ.

1. Morris and Essex in NJ:

When possible an item in the AMSC trophy inventory shall be donated; value to be determined by the trophy committee and suggested it not exceed \$75. The published show schedule for Morris and Essex is 2020, 2025, etc.

2. AMSC Specialty shows:

**Conformation:**

Prizes will be awarded to all the below. 2<sup>nd</sup> -4<sup>th</sup> place prizes may be awarded as the budget allows.

**SWEEPSTAKES**

Best in Sweepstakes

Best of Opposite Sex to Best in Sweepstakes

**VETERAN SWEEPSTAKES**

Best in Veteran Sweepstakes

Best of Opposite Sex to Best in Veteran Sweepstakes

**BREED**

Best of Breed – 3 inch Bronze Medallion in Lined Show Case.

Best of Opposite Sex (to Best of Breed) – 2 inch Bronze Medallion in Lined Show Case

Best of Winners

Winners Dog & Bitch

Reserve Winners Dog & Bitch

Select Dog & Bitch – 2 inch Bronze Medallion

First in Each Regular & Non-Regular Class

Veteran Dogs & Bitches

Stud Dogs

Brood Bitches

Brace

Medallions: Best of Breed, Best of Opposite Sex and Award of Merit:

- a. Best of Breed medallions- 3, 3" medallions will be awarded annually, one per specialty
- b. Best of Opposite Sex 3, 2 inch medallions will be awarded annually, one per specialty
- c. Select Dog and Select Bitch 2 inch medallion until gone.
- d. Award Merit Medallion (1.5" bronze in lined show case – until all 1/5 inch medallions are gone, then 2 to be replaced by 2 inch medallions)- Award of Merit winners will be selected after Best of Breed, Best of Opposite Sex to Best of Breed, Select Dog, Select Bitch and Best of Winners are chosen. All dogs remaining in competition, including the winners of Best of Opposite Sex to Best of Breed, Select Dog, Select Bitch and Best of Winners are eligible for the award. The number of Awards of Merit is determined by the number entered in Best of Breed Competition as follows.  
2-10 - 1 Award 11-20 - 2 Awards 21-30 - 3 Awards 31-40 - 4 Awards 41 & over - 5 Awards
- e. Times New Roman is the font to be used on all Medallions
- f. Engraving shall be as noted below:  
Best of Breed  
Show Location (Montgomery County; Great Western or Roving City and State)  
Month/Date/Year  
  
Best of Opposite Sex  
Show Location (Montgomery County; Great Western or Roving City and State)  
Month/Date/Year  
  
Select Dog and Select Bitch:  
Show Location (Montgomery County; Great Western or Roving City and State)  
Month/date/year  
  
Award of Merit  
Show Location (Montgomery County; Great Western or Roving City and State)  
Month/Date/Year
- g. If entries for any specialty show are large enough to require additional medallions, then they are engraved after the fact and mailed to the winners. Because these medallions are expensive, this process ensures that no medallion will be wasted because it was date-engraved ahead of time when the actual entries do not support as many awards.

***Companion Sports: Only offered at an AMSC Sponsored events.***

At a roving specialty weekend, the trophy committee may decide to support the Miniature Schnauzers entered in the performance events on one day of the weekend, in the event that there is not an official AMSC trial. Each Miniature Schnauzer on the designated day that places in a performance event class will receive a prize of the same or equal value to the conformation class prize.

Obedience Trial Classes:

- a. Obedience High In Trial – 3 inch Medallion
- b. Obedience High Combined (total of scores in Utility A or B combined with the high Open B score) - 2 inch Medallion

Rally Trial Classes:

Rally High Combined score for Rally Ex B and Rally Advanced B Miniature Schnauzer-Designated prize

Agility Classes:

Any Miniature Schnauzer earning a Triple Q (3 qualifying scores in a day) - Designated prize.

F. SPECIALTY SHOW CATALOG SUBMISSIONS

The Prize list and Standard Bearers List shall be submitted to the AMSC show chairperson or AMSC member designee on the following schedules:

Montgomery County Kennel Club

- First draft due to AMSC Show chairperson by approximately April 15th; show chairperson to advise the trophy committee in writing as to deadlines.

Roving

- 5 months prior to show date; show chairperson to advise the AMSC Trophy Committee in writing as to deadlines.

Great Western Terrier Association

- First draft no later than Feb 15th.
- Some submission deadline info is on the GWTA club site <http://gwta.net/> and noted under Catalog Sales

G. Activity Guidelines

Month/Deadline	To Do	Responsible committee person
Jan	Ad in AMSCOPE	
Jan 1	GWTA Catalog donor inclusion	
Feb	Ad in AMSCOPE	
	Roving Dinner Garage Sale	
	Roving Show Garage Sale	
	Roving Trophy table set-up	
March	Send email and hard copy solicitation letter to members	
	Ad in AMSCOPE	
April 1	MCKC Catalog donor inclusion	
	Ad in AMSCOPE	
April 15	MCKC Catalog submission (Std Bearers and trophy lists)	
May	Ad in AMSCOPE	
June	Send email and hard copy solicitation letter to members	

	Ad in AMSCOPE	
	Order trophies for MCKC	
	GWTA Dinner Garage Sale	
	GWTA Show Garage Sale	
	GWTA Trophy table set-up	
July	Ad in AMSCOPE	
August	Ad in AMSCOPE	
September	Ad in AMSCOPE	
Sept 1 (varies on date of Roving)	Roving Catalog donor inclusion	
October	Ad in AMSCOPE	
	MCKC Dinner Garage Sale	
	MCKC Show Garage Sale	
	MCKC Trophy table set-up	
November	Ad in AMSCOPE	
	Order trophies for Roving	
December	Ad in AMSCOPE	

Written by Carma Ewer 09/2015  
Updated by Amy Gordon 10/2017  
Board approved October 6, 2017

## **Addendum A**

### **Sample Solicitation Letter**

Dear AMSC Member,

The annual AMSC trophy committee is soliciting your help. To ensure the success of this very important fundraiser, we are asking that you take a few moments to read this and consider making a contribution to help defray the costs associated with procuring trophies for our three national specialties and our supported companion event trial.

Generous donors like you are the key to our success and make it possible for the AMSC to provide the earned recognition these awards furnish to deserving individuals and their canine companions/athletes. We hope that we can count on your support to help us meet our 20XX goal of \$XXXX???

#### **STANDARD BEARER DONATION LEVELS**

TITANIUM - \$250 AND OVER

PLATINIUM - \$100.00-\$249.99

GOLD - \$50.00-\$99.99

SILVER - \$25.00-\$49.99

PEWTER – UP TO \$24.99

Your donation will be acknowledged in show catalogs to recognize your generosity to this worthy cause. Please mail your donation to the AMSC Treasurer XXXXX XXX St, XXX, XXXX and memo it for the trophy fund to pledge your support. You may also donate online using PayPal. We thank you for your time and consideration.

Sincerely,  
Your Trophy Committee

Written by Carma Ewer 09/2015

Updated by Amy Gordon 10/2017